

# Louisiana Purchasing News

an information source for Louisiana Public Purchasers  
Vol. III, Issue No. 15-98  
May 1998

## New Small Purchases Executive Order

**Director's Message**  
*by Denise Lea*



Governor Foster signed a new Small Purchases Executive Order No. MJF 98-20, effective May 4, 1998, which rescinds and replaces No. MJF 96-14. The Executive Order prescribes the procedures for small purchases less than \$10,000 and agencies shall observe these directives within their delegated purchasing authority. The executive order in no way changes your delegation. Therefore, agencies may handle non-competitive purchases as defined in Section 5. A. and B. within their delegation, and such procurements which exceed agency delegation will be forwarded to State Purchasing for review and approval as before. Key changes include:

- The requirement to solicit bids from certified economically disadvantaged businesses (EDBs).  
A list of EDBs by commodity codes is currently being prepared by the Department of Economic Development and will be distributed to all purchasing departments when available. Until such time, continue to solicit bona fide, qualified bidders.
- Written solicitations shall allow for bids to be accepted for a minimum period of ten calendar days.
- Section 5. A. (20), (21), (22) and (23) and 5. B. (8) are new and basically self-explanatory.

Merchandising program" as used in 5. A. (23) is meant to address only those agency programs created legislatively and authorizing the resale of items for profit. This section, for example, would apply to purchases of unique commemorative items which are not readily available commercially and therefore not feasible to bid. Such purchases must also have the department secretary's approval. This section does not include proprietary purchases of brand name items for resale in agency canteens, cafeterias, gift shops, etc., which must be competitively bid.

If further interpretations of the new executive order are needed, please contact State Purchasing.

## State Purchasing Spotlight

### State Purchasing's Interactive Website

State Purchasing transformed what was a single Internet page into a full-scale, interactive website accessed by people around the world. Visitors to the State Purchasing homepage are accessing the newly added "Contract Search" subsystem for contract information. Also included are links to Vendor Registration Information; a listing of the State Purchasing Teams with telephone numbers, e-mail addresses and areas of responsibility; Frequently Asked Questions for Agencies and Vendors; a listing of State Agencies and Approved Municipalities; a copy of the "Louisiana Purchasing News"; and a "Feedback" page. Just added are: the new Small Purchases Executive Order No. 98-20, Registered Vendors and T-Number Contract listings.

Visit the State Purchasing Homepage at <http://www.state.la.us/osp/osp.htm>. Let us know of any other areas of assistance that you would like to be included at this web site. - - *We would love to hear from you!*

***Notice: Effective June 1998, distribution of the State Contract Listings on Microfiche film will be discontinued.***

### **Temporary Personnel Contract**

When various departments of the state asked for more flexibility to meet their temporary personnel needs, the Department of Civil Service contacted State Purchasing to determine the most effective way to accomplish this. The goal was to provide the best quality employees and staffing solutions to meet those personnel needs of statewide agencies. Using Act 692, one of the procurement reform bills approved by the legislators during the 1997 General Session, we were able to solicit vendor proposals under the Request for Proposal (RFP) format. By soliciting proposals under this solution-based procurement method, the state was able to evaluate and rate vendor proposals and make an award to the vendor receiving the highest ranking- evaluated score.

The first solicitation governed by Act 692 has been successfully awarded; and, a contract between the State of Louisiana and Western Staff Services (Western) was recently signed. The contract requires that Western provide temporary staffing requirements to some 20 agencies located throughout the state that have been pre-approved by the Department of Civil Service to participate in this "pilot project". The temporary staffing services to be provided will include designated job classifications in the following job categories: Office Clerical, Trades-Maintenance, Food Services, and Custodial.

Selection of Western for this contract included evaluation and rating of their proposal, along with the other six (6) received, by a selection committee of human resource, accounting, and purchasing personnel from various state agencies. The evaluation criteria for this solicitation was not limited to cost alone; but, included other evaluation criteria such as quality of service and support, experience in the industry, and the vendor's proposed project implementation and orientation plans. Since Western Staff Services received the highest evaluated score, they were selected as the service provider for this contract.

During the training scheduled for the week of April 27, users of the contract will be informed of the assigned contract number. AGPS users will issue CROs against the contract when making a release. Non-AGPS users will follow their internal policy for issuing releases against the contract.

Any contract-related questions should be directed to Sandra Gillen at (504) 342-8029 (e-mail: [sgillen@doa.state.la.us](mailto:sgillen@doa.state.la.us)).

### **WasteWi\$e Program**

#### **"Businesses Cut Costs By Cutting Waste"**

On **June 17, 1998**, from **10:00 a.m. to 12:00 p.m.** (CST), in Baton Rouge, the U.S. Environmental protection Agency's Waste-Wi\$e Program will present a national satellite forum entitled, "Waste Prevention Pays: Businesses Cut Costs By Cutting Waste."

The interactive two-hour program will help businesses identify and implement money-saving waste prevention strategies. It will feature representatives of companies that have significantly reduced costs by implementing waste prevention. WasteWi\$e is EPA's voluntary partnership program to assist and recognize organizations that commit to

reducing solid waste.

LABI in Baton Rouge will host site for this program. If you are interested in reserving a seat, please contact this office for more information at telephone number (504) 342-8062.

**Submission of Requisitions for Contractual Services . . .** Due to the long lead time for bidding and awarding contractual services such as elevator maintenance, janitorial services and waste disposal services, it is important to submit these requisitions now to prevent a possible lapse in service.

If you need assistance on these types of contractual services, contact Patti Wallace at (504) 342-0274 (or e-mail to [pwallac@doa.state.la.us](mailto:pwallac@doa.state.la.us)).

### **Upgrade of Statewide Linens - Contract T-Number 91448**

The Linen Contract will be extended for six (6) months, May 1 thru October 31, 1998. We are in the process of upgrading this contract to improve the quality level of available items.

Input is requested from all user agencies concerning desired upgrade, addition of items, any changes in state or federal standards for particular items, or any information that would better serve agency needs. Please fax your comments to Michele McKee at (504) 342-8688 or e-mail to: [mmckee@doa.state.la.us](mailto:mmckee@doa.state.la.us).

**Procedures for Bidding Equipment to be Financed . . .** Agency purchasing delegations have increased over the last several months and are now reaching limits that could include financing for equipment purchases.

**Reminder** - If an agency requires financing for any equipment and related expenses that will be financed through one of the finance programs offered through State Purchasing, i.e. L.E.A.F. or the Master Installment Purchase Agreement, the bid process associated with the actual purchase of the equipment must be processed by State Purchasing.

If equipment is available on a state contract, the agency may proceed to issue the release order as usual and ensure that the order is forwarded to State Purchasing so that proper finance procedures can be processed. Any exceptions will require approval by the Director of State Purchasing.

Contact Jimmie Sanders at telephone number (504) 342-8053 (or e-mail to: [jsander@doa.state.la.us](mailto:jsander@doa.state.la.us)) if you have any questions or need assistance with these procedures.

### **Late Payments on Business Cards - Contract No. 402854**

**B**usiness Cards Tomorrow (BCT), the state contractor for printed business cards, is seeking payment on many delinquent accounts. Agencies are requested to review their unpaid business cards orders and to follow up with card requestors if they have failed to submit the invoice and receiving reports, which are mailed with the cards. *Please assist us!!*

The State's standard payment terms are net thirty (30) days after the receipt of goods/services or properly executed invoice, whichever is later. R.S. 39:1695 permits vendors to assess late penalties when payments are not made within ninety (90) days of the due date without reasonable cause and any such penalty payments must be reported to the Joint Legislative Committee on the Budget by the head of the state agency.

***State PurchasingSmiling Faces***

***Congratulations to Sandra Gillen!*** Sandra has accepted the State Purchasing Manager position. Sandra's phone number is (504) 342-8029; e-mail is [sgillen@doa.state.la.us](mailto:sgillen@doa.state.la.us).

***Congratulations, John Medica, Jr.!*** John recently came on board with State Purchasing, accepting a supervisory position. John was formerly with the Department of Wildlife and Fisheries. John's telephone number is (504) 342-8039; e-mail is [jmedica@doa.state.la.us](mailto:jmedica@doa.state.la.us).

***Congratulations, Scheryl Trusclair!*** Scheryl accepted the State Purchasing Administrative Specialist II position. Scheryl's telephone number is (504) 342-8049; e-mail address is [struscl@doa.state.la.us](mailto:struscl@doa.state.la.us).

***Congratulations to Wilma Gaudet!*** Wilma accepted the State Purchasing Vendor Section, Clerk IV position. Wilma may be contacted at (504) 342-8051 or by e-mail to: [wgaudet@doa.state.la.us](mailto:wgaudet@doa.state.la.us).

***Scott Underwood***, formerly with Team 4 (Durable Goods), moved to Team 1 (Medical). Scott procures Dental Equipment and Supplies, Furniture for Health Care and Hospital Facilities, Laboratory; Hospital, Equipment and Supplies: Mobility, Speech Impaired and Restraint Items, Surgical and Related Medical Accessories, etc. Scott may be reached at (504) 342-8036 or via e-mail to: [sunderw@doa.state.la.us](mailto:sunderw@doa.state.la.us).

***Carolyn Fox*** has moved from the Bid Room to the Vendor Section. Carolyn's phone number is (504) 342-6964 (e-mail address is [cfox@doa.state.la.us](mailto:cfox@doa.state.la.us)).

### ***New Team Members . . .***

***Welcome, Roy Paul!*** Roy, Retired U.S. Air Force Contracting Officer, recently came on board with State Purchasing working with Team 1 (Medical). Roy is responsible for procuring Sanitation Products, Hospital - Surgical Equipment, Instruments and Supplies, Prosthetic Devices, Equipment Maintenance, Reconditioning and Repair Services for Hospital, Laboratory and Testing Equipment. Roy's phone number is (504) 342 -9753 (e-mail address is [rpaul@doa.state.la.us](mailto:rpaul@doa.state.la.us)).

***Welcome, Shelita Black!*** Shelita Black is State Purchasing's new Receptionist. Shelita greets and assists our visitors and lends assistance to the Bid Room Team. Shelita's phone number is (504) 342-8010.

### ***Welcome Back to:***

***Bonnie Kemp!*** Bonnie is working, on a part-time basis, with Team 1 (Medical). Bonnie is drafting a Training Manual and updating State Purchasing's Procedures Manual. Bonnie phone number is (504) 342-9752; e-mail is [bkemp@doa.state.la.us](mailto:bkemp@doa.state.la.us).

***And Welcome back to Sandra Williams!*** Sandra is also working on a part-time basis. She is working with Team 4 (Durable Goods) handling Janitorial Chemicals and Supplies, Water Treatment and Boiler Treatment Chemicals, Herbicides and Pesticides, Shoes, Boots, and Tobacco Products as well as Germicides, Cleaners and Related Sanitation Products for Health Care Personnel, Prison Enterprises and EDS Contracts. You may contact Sandra at (504) 342-8014 or e-mail to: [swillia@doa.state.la.us](mailto:swillia@doa.state.la.us).

## **Contract Update**

### **Glass Contracts for Vehicles**

New contracts for furnishing and installing vehicle glass began April 1, 1998 and will end March 31, 1999. In AGPS, go to TXLN and "get" 90281 to view terms and conditions and definitions for contract areas G-1, G-2, etc.

Contracts are as follows:

<u>Vendor Name</u>	<u>Contract Area</u>
Harmon Autoglass	G1, G2, G9
Safelite Glass Corp.	G3
Able Glass Co., Inc.	G4
Allied Glass & Mirror Co.	G5
Acme Glass Co. of Alex.	G6
Harmon Autoglass	G7
Acme Glass & Mirror Co.	G8

-Craig Dupuy, tel: (504) 342-8067

### **Windshield Repair Contract No. 403334**

The new Windshield Repair Contract is now in effect. Contract vendor is Acadian Windshield Repair, Inc. In AGPS, go to TXLN and "get" 91692 to view contract terms and conditions. The contract is awarded by state planning areas and is a single price in each area for ALL repairs done at the same time to the same windshield.

- Craig Dupuy, tel: (504) 342-8067

### **Office Supply Catalog Contract**

State Purchasing is developing a new Office Supply Catalog Contract. This contract will establish one primary source for state agencies to fulfill their office supply needs. The new contract will *eliminate* the following existing contracts:

<u>Name</u>	<u>Contract No.</u>
Calendars & Calendar Refills	#403012
Carbon Paper	#400987 & 400988
Chair Mats	#402927
Computer Supplies	#402795
U.S. Flags	#402802
File Folders	#402750, 401814, 401815
Office Supplies	#402709
Recycled Office Supplies	#402705
Pens & Pencils	#402843, 402844, 402846
Computer Printer Ribbons	#403206, 403207, 403208, & 403209
Typewriter Ribbons	#402789
Small Office Machines	#402804 & 402805
Calculators	#400890

Projected date for the new Office Supply Catalog is July 1, 1998. To meet your immediate needs, orders should be placed against the contracts prior to expiration. Do not allow your supply of these items to run out in anticipation of the new contract. Additional information on the new Office Supply Catalog Contract will be forthcoming.

-Carolyn Montelaro, tel: (504) 342-8018

### **Polypropylene Stacking Chairs**

Samsonite is experiencing production problems with delayed delivery due to their relocation from Tennessee to Alabama. Production with normal lead-time (approximately 4 weeks) will not occur until June/July of 1998. This contract is effective beginning April 6, 1998 through April 5, 1999. Orders may be placed against this contract with the understanding that delivery will be delayed.

***Note:** Orders must be submitted to the vendor to be placed "in line" for manufacturing once production resumes.*

- Michele McKee, tel: (504) 342-8031

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## ***Question of the Month***

***Q. Do I consider prompt payment cash discounts in an award?***

***A. This depends on whether the purchase is for a definite quantity or an indefinite quantity. Purchasing Rules and Regulations read:***

### ***531.C. Cash Discounts***

- 1. Open Market Purchases and Definite Quantity Term Contracts. All cash discounts will be taken. However, cash discounts will only be considered in determining an award on terms for 30 days or more and at least one percent.***
- 2. Indefinite Quantity Term Contracts. Cash discounts will be accepted and taken but will not be considered in determining awards.***

***This rule is also a part of the State's solicitation boilerplate for AGPS users. Therefore, if a bidder quotes a prompt payment discount greater than 1% and for 30 days or more on a purchase for a definite quantity, the bid price is reduced by the discount amount for award consideration. For example, if a bidder quotes a cash discount of 2%/30/Net 31 and a unit price of \$1000, his bid price is considered as \$980 for evaluation purposes.***

***AGPS users must ensure that the discount terms offered are properly entered on the bidder's SVE2 record prior to setting award flags to ensure that the terms are populated on the ORD4 and OINV records. Terms cannot be added once the order is issued.***

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## ***Attention!***

Reulet Electric Supplies Company, Inc. (Vendor No. 720640849-00) has Statewide Contract No 403155 for Light Fixtures. Agencies are issuing orders and payments to Reulet Electric Company (Vendor No. 438700949-00) for lighting supplies they are purchasing from Reulet Electric Supplies Company, Inc. These are two separate companies.

Please make sure checks are written to the appropriate vendor.

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# AGPS

**Fiscal Year 98 Requisitions:** If a FY98 requisition has been pre-encumbered and it becomes necessary to cancel the pre-encumbrance because the requisition needs to be processed as a FY99 requisition, the FY98 requisition will have to be canceled and a new requisition established for FY99. This process is necessary due to the establishment of the pre-encumbrance in GFS. If you try to change the fiscal year after you cancel the pre-encumbrance, you should receive the error message "R918E - Can't Change FY, Must Use New Req."

- *The ISIS Informer*

## Vendor Conversions in AGPS

Vendor FEINs, Name Changes and Assignments will not be published in "Louisiana Purchasing News" since this information is available on the Internet State Purchasing Homepage at URL: <http://www.state.la.us/osp/osp.htm> when linking from "AGPS Notes."

## ISIS Bulletin - GFS to AFS

**OSIS** will be converting the State's financial system from GFS to AFS (Advantage Financial System). This will require ISIS (AGPS, CFMS & GFS) to be down beginning Wednesday, May 13, through Sunday, May 17.

Please advise your impacted personnel and plan your work accordingly.

## "Quotables"

*In business, it's always easier to stay out of trouble than to get out of trouble.*

*In business, people take different roads to achieve success. Just because they're not on your road doesn't mean they've gotten lost.*

*Never underestimate the importance of money . . . It's how business people keep score!*

*If you keep doing what you're doing, you'll keep getting what you're getting.*

*People who wait for all conditions to be perfect before acting, never act.*

*If we did all the things we are capable of doing, we would literally astound ourselves.*

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*Your comments, questions and suggestions  
are always welcome.*

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